

File an Appeal.

STEP 1 Select **Bankruptcy or Adversary**, whichever is appropriate, from the **Main Menu**, and then click on **Appeal**.



STEP 2 The **Case Number** entry screen displays.

A screenshot of the 'Case Number' entry screen. The screen has a light blue background. At the top, there is a title bar that says 'Case Number'. Below the title bar is a text input field containing the text '04-20077'. Below the input field are two buttons: 'Next' and 'Clear'. A mouse cursor is hovering over the 'Next' button.

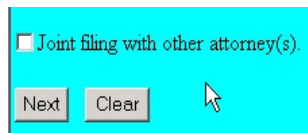
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of document being filed** screen displays.

A screenshot of the 'select the type of document being filed' screen. The screen has a light blue background. At the top, there is a title bar that says 'Addendum to Record on Appeal'. Below the title bar is a list of document types: 'Appellant Designation', 'Appellee Designation', 'Cross Appeal', 'Notice of Appeal', 'Request for Transcript re: Appeal', 'Statement of Issues on Appeal', and 'Transcript Re: Appeal'. Below the list are two buttons: 'Next' and 'Clear'. A mouse cursor is hovering over the 'Notice of Appeal' option.

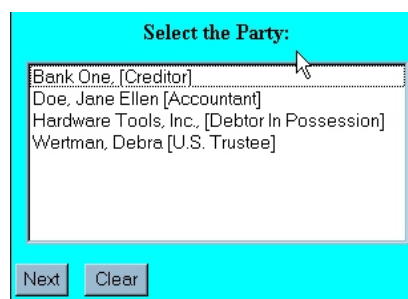
- ◆ Click on **Notice of Appeal**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



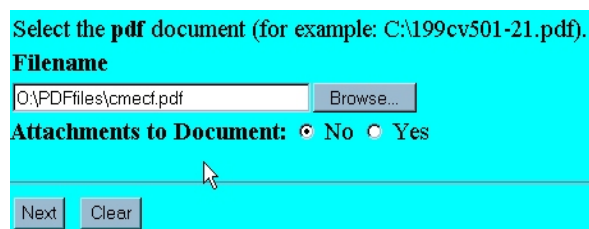
- ◆ Click in the **Joint filing with other attorney(s)** box if this is a joint filing to add any additional attorneys.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen displays.



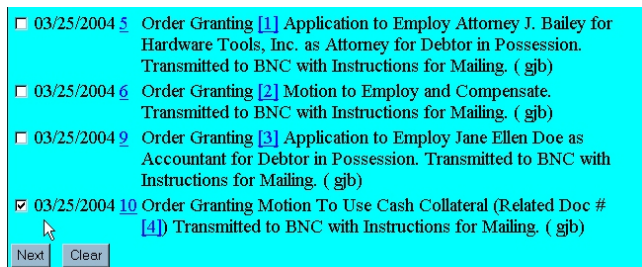
- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **No** radio button if there are no attachments; click on the **Yes** radio button if you have attachments.
- ◆ Click on the **Next** button.

STEP 7 The **Select the appropriate event(s)** screen displays.



☐ 03/25/2004 [5](#) Order Granting [\[1\]](#) Application to Employ Attorney J. Bailey for Hardware Tools, Inc. as Attorney for Debtor in Possession. Transmitted to BNC with Instructions for Mailing. (gjb)

☐ 03/25/2004 [6](#) Order Granting [\[2\]](#) Motion to Employ and Compensate. Transmitted to BNC with Instructions for Mailing. (gjb)

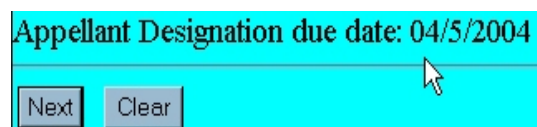
☐ 03/25/2004 [9](#) Order Granting [\[3\]](#) Application to Employ Jane Ellen Doe as Accountant for Debtor in Possession. Transmitted to BNC with Instructions for Mailing. (gjb)

☒ 03/25/2004 [10](#) Order Granting Motion To Use Cash Collateral (Related Doc # [\[4\]](#)) Transmitted to BNC with Instructions for Mailing. (gjb)

Next Clear

- ◆ Click in the box next to the appropriate document being appealed.

STEP 8 The **Appellant Designation Due Date** is displayed.

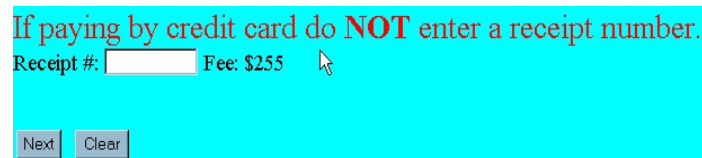


Appellant Designation due date: 04/5/2004

Next Clear

- ◆ Click on the **Next** button.

STEP 9 The **Fee** screen displays, showing the amount to be charged to your credit card.



If paying by credit card do **NOT** enter a receipt number.

Receipt #: Fee: \$255

Next Clear

- ◆ Click on the **Next** button

STEP 10 A **Verification** screen displays. Click on the **Next** button.

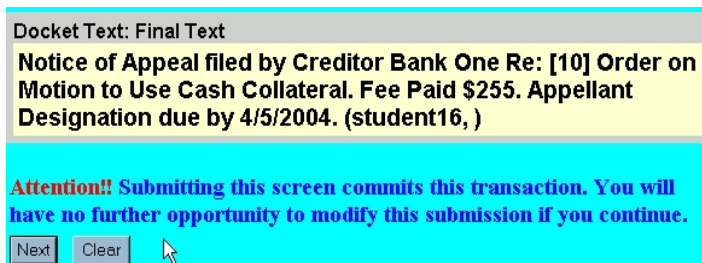


File an Appeal:

[2:04-bk-20077 Hardware Tools, Inc.](#)

Next Clear

STEP 11 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 12 The **Summary of Charges** screen displays listing this charge and all other outstanding charges.

Summary of current charges:

Date Incurred	Description	Amount
2004-03-25 14:14:53	Notice of Appeal(2:04-bk-20077) [appeal,ntcapl] (255.00)	\$ 255.00
		Total: \$ 255.00

- ◆ Clicking on **Pay Now** will generate the charge to your account as a single charge to your account.
- ◆ Clicking on **Continue Filing** will tally your charges to allow you to make a single charge for multiple filings.

STEP 13 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

Notice of Electronic Filing

The following transaction was received from student16, entered on 3/25/2004 at 2:14 PM EST and filed on 3/25/2004

Case Name: Hardware Tools, Inc.
Case Number: [2:04-bk-20077](#)
Document Number: [11](#)

Docket Text:
Notice of Appeal filed by Creditor Bank One Re: [10] Order on Motion to Use Cash Collateral. Fee Paid \$255. Appellant Designation due by 4/5/2004. (student16,)

The following document(s) are associated with this transaction:

Document description:Main Document
Original filename:O:\PDFfiles\cmecf.pdf
Electronic document Stamp: